



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

Canc frp: 30 Jul 02
PERSUPPACTWESTNOTE 1300
Code N1

FEB 01 2002

PERSUPPACT WEST NOTICE 1300

Subj: COLLATERAL DUTY AND BOARD AND COMMITTEE ASSIGNMENTS

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Collateral Duty Assignments
(2) Board and Committee Assignments


1. **Purpose.** Enclosures (1) and (2) constitute official notification of assignments to collateral duties, as well as appointments to boards, councils, and committees effective this date.

2. **Responsibilities**

a. **Department Heads.** Ensure personnel are aware of assignments. Submit recommended changes to the Executive Officer via the Administrative Officer.

b. **Administrative Officer.** Update and submit to the Commanding Officer on a semiannual basis.

c. **Assigned members.** Incumbents on collateral duty assignments and appointees to boards and committees shall maintain proper records and be governed by the provisions of reference (a) and other applicable directives. As a minimum, a turnover file shall be maintained containing copies of instructions and all actions initiated, planned, and approved or disapproved.


R. W. DESANTIS
By direction

Distribution:
PERSUPPACTWESTINST 5216.1K, Lists I and II

COLLATERAL DUTY ASSIGNMENTS

AIRLIFT COORDINATOR	CMDCM(SW) R. L. CAULEY Ms. E. MORGAN
CASUALTY ASSISTANCE CALLS OFFICER	CDR R. W. DESANTIS All E-7 through O-4, as assigned
CMEO OFFICER	LT J. T. GUTIERREZ
COMBINED FEDERAL CAMPAIGN COORDINATOR	LT J. T. GUTIERREZ
COMMAND CAREER COUNSELOR	PNCS(SW/AW) J. GRIGSBY
COMMAND FAMILY ADVOCACY REPRESENTATIVE	DKCS(SW) E. FLORENDO
COMMAND FITNESS COORDINATOR	PNCS(SW/AW) J. GRIGSBY
COMMAND TRAINING COORDINATOR	PN1 G. E. EVERHART
COMMERCIAL ACTIVITIES (CA)	Ms. L. ATKINS
DRUG/ALCOHOL PROGRAM ADVISOR/ DRUG FREE WORKPLACE COORDINATOR	PN1 G. E. EVERHART
EEO	CAPT CAROLINE B. KONCZEY
EMERGENCY MANAGEMENT COORDINATOR	LT J. T. GUTIERREZ
FACILITIES MANAGER	Mr. R. G. PHIFER
FIRE MARSHALL	PNC(SW/AW/SCW) T. OWENS
FIRE PREVENTION PROGRAM COORDINATOR	PNC(SW/AW/SCW) T. OWENS
FOIA COORDINATOR	LT J. T. GUTIERREZ
GOVERNMENT CHARGE CARD AGENCY PROGRAM COORDINATOR	Mr. M. A. QUINTO
INFORMATION SYSTEMS SECURITY MANAGER	ITC(SW/AW) L. L. GONZALES
JUNIOR OFFICER CAREER COUNSELOR	CAPT CAROLINE B. KONCZEY CDR R. W. DESANTIS

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KEY CONTROL COORDINATOR

LEGAL OFFICER

MILCAP COORDINATOR

NAVY RELIEF COORDINATOR

OFFICIAL MAIL MANAGER

PHYSICAL SECURITY OFFICER

POSITION MANAGEMENT OFFICER

SAFETY OFFICER/NAVOSH COORDINATOR

SAVINGS BOND OFFICER

SDS ASSOCIATE DATA BASE ADMINISTRATOR

SDS SECURITY OFFICER

SECURITY MANAGER

SENIOR WATCH OFFICER

SAVI ADVOCATE

STAFF DUTY OFFICERS

STAFF PERSONNEL OFFICER

STANDARDS OF CONDUCT COORDINATOR

TELEPHONE/CATS COORDINATOR

VICTIM AND WITNESS ASSISTANCE PROGRAM
COORDINATOR

VOTING OFFICER

URINALYSIS COORDINATOR

Mr. R. G. PHIFER

LT J. T. GUTIERREZ

DKCS(SW) E. FLORENDO

PNCS(SW/AW) J. L. GRIGSBY

LT J. T. GUTIERREZ

PNC(SW/AW/SCW) T. OWENS

CDR R. W. DESANTIS

DKCS(SW) E. FLORENDO

Mr. T. R. STOLZOFF

Ms. P. BURKS

Ms. P. BURKS

LT J. T. GUTIERREZ

DKCS(SW/AW) F. VAZQUEZ

ITC(SW/AW) L. L. GONZALES

All E5-E6 assigned

LT J. T. GUTIERREZ

PN1 G. E. EVERHART

Mr. R. G. PHIFER

LT J. T. GUTIERREZ

LT J. T. GUTIERREZ

DKCS(SW/AW) F. VAZQUEZ

ITC(SW/AW) L. L. GONZALES

BOARD AND COMMITTEE ASSIGNMENTS

AIS CONFIGURATION CONTROL BOARD

Mr. R. G. PHIFER
ITC(SW/AW) L. L. GONZALES

Ms. NANCY SZASZ

AWARDS BOARD

CDR R. W. DESANTIS - CHAIRMAN
CMDCM(SW) R. L. CAULEY

LT J. T. GUTIERREZ

CASH VERIFICATION BOARD

DKCS(SW) E. FLORENDO
PNCS(SW/AW) J. L. GRIGSBY

PNC(SW/AW/SCW) T. OWENS

COMMAND ASSESSMENT TEAM

CHAIRMAN - CDR R. W. DESANTIS
CMDCM(SW) R. L. CAULEY

LT J. T. GUTIERREZ
ALL DETACHMENT OICs

COMMAND TRAINING TEAM

CHAIRMAN - DKCS(SW/AW) F. VAZQUEZ
ALL DETACHMENT PRIMARY/ALTERNATE TEAM MEMBERS

PHYSICAL SECURITY REVIEW COMMITTEE (PSRC)

CDR R. W. DESANTIS
Ms. P. BURKS

DKCS(SW) E. FLORENDO
Mr. N. A. ABALOS

ALL DETACHMENT ASSISTANT SECURITY MANAGERS

POSITION MANAGEMENT BOARD

CDR R. W. DESANTIS - CHAIRMAN
Mr. R. C. GERSTER

Ms. L. ATKINS
DETACHMENT OIC - AS REQUIRED

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SAFETY COUNCIL

CAPT CAROLINE B. KONCZEY
ALL DETACHMENT OICs
Ms. L. ATKINS
Ms. S. TOWNSEND

CDR R. W. DESANTIS
LT J. T. GUTIERREZ
Mr. M. A. QUINTO
Mr. R. G. PHIFER